

Montana Department of Natural Resources and Conservation

Renewable Resource Grant and Loan Program

Watershed Management Grant

Program Guidance

The Watershed Management Grant program supports watershed related planning and capacity building activities that conserve, develop, manage, or preserve state natural resources.



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Funding Opportunity Application Summary

Department-Division	Montana Department of Natural Resources and Conservation (DNRC)-Conservation and Resource Development Division (CARD D)
Funding Opportunity Title	Watershed Management Grant (WMG) Program
Program Purpose	Watershed related planning and capacity building activities that conserve, develop, manage, or preserve state natural resources.
Dates	See website @ http://dnrc.mt.gov/watershed-management-grants .
Application Process	Submit applications online through www.fundingmt.org
Application Fee	No application fees are required.
Eligible Applicants	Local government, state government, and tribal government entities. Non-profit entities may apply with local government sponsorship. Or Non-government entity may apply with match requirement.
Match	Local government, state government, tribal government and sponsored non-profit entities: DNRC will provide 100% reimbursement for eligible activities. Unsponsored non-government entity: A cost share of 50% of total request is required. Match shares may be in-kind services or cash. All Applicants: 1:1 match requirement for equipment expenses.
Funding Amount	Up to \$35,000 per grant or biennium per applicant.
Program Contact	Jorri Dyer Watershed Management Grant Program Specialist 406-444-6839 jorri.dyer2@mt.gov



Program Purpose

The Watershed Management Grant (WMG) Program goals are to provide financial support for the development and implementation of locally led watershed related planning and capacity building activities that conserve, develop, manage, or preserve state natural resources. These goals are aligned with [Montana Code Annotated \(MCA\) Title 85, Chapter 1, Part 6](#).

Eligible Activities

Grants will be awarded for planning efforts and capacity building activities that conserve, develop, manage, or preserve state natural resources. Approved grants shall be an instrument to enhance natural resource benefits. Examples of qualified activities include but are not limited to:

- Planning
 - Watershed Management planning activities that advance toward a resource/conservation goal
 - Development of natural resource management plans
 - Staff time related to activity planning and management
 - Data collection, public meetings, and other tasks related to planning
- Capacity Building
 - Improving organizational effectiveness
 - Grant writing
 - Fundraising
 - Hosting a Big Sky Watershed Corps member or other volunteer or support position
 - Professional conference(s) and training events directly related to proposed watershed management activities
 - Materials necessary for proposed activities
 - Equipment Purchase
- Grant administration and reporting

Activities that do not qualify

- Operational cost
 - For example: rent, utilities, reoccurring/regular meetings/newsletters (unrelated to planning or specific capacity development), staff time (unrelated to planning or specific capacity development), ongoing cost deemed necessary to continue business (operations)
 - Indirect costs not relating to established scope/schedule/budget
- Invasive species related activities such as inventory or control of aquatic or terrestrial plants and organisms deemed invasive.
- Political lobbying or litigation
- Land or property acquisition
- Food or beverages
- Activities that limit lawful access to property (see [MCA 85-1-602 \(4\)](#))



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Eligible Applicants

- Government entities such as cities and towns, counties, conservation districts, school districts, state government, and Tribal governments
- Non-government entities such as watershed groups and nonprofit organizations

Match Requirements

A match is not required for government entities **with the exception of equipment**; all entities require a 1:1 match for equipment (i.e. \$500 Organization + \$500 DNRC = \$1000 total equipment purchase).

A cost share of 50% (1:1) of total costs is required for non-government entities. Match shares may be in-kind services or cash.

A government entity may sponsor a non-government entity for a watershed management grant. The sponsor must submit the application and provide project oversight.

Funding Limits

Up to \$35,000 per grant or biennium per applicant.

- **Contracted Services**
 - **Up to \$25,000** for engineering (planning), consulting, facilitation or other support for proposed activities
- **Materials and Supplies**
 - **Up to \$1,000** for printing and promotional outreach materials
 - **Up to \$5,000** for materials/supplies related to project/planning activities
 - **Up to \$5,000** for equipment*
* 1:1 Cash match required for all applicants. Equipment purchases will be project specific and align with principles of MCA 85-1-601.
- **Staff Time**
 - **Up to \$20,000** may be applied to qualified activities as described in the grant agreement and applicable guidance found in this document. Funding should address planning and capacity building criteria that are aligned with program purpose to include reporting time.
- **Miscellaneous Expenses**
 - **Up to \$2,500** for travel, lodging, public planning meeting cost, relevant conference/training registration fees where elements are relevant to a local or state natural resource management plan



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Big Sky Watershed Corps

- **Up to \$6,125** cost share of host site fee for a Big Sky Watershed Corps (BSWC) member whose service term will contribute to watershed health and protection, education and outreach, and/or volunteer generation in support of WMG program purpose
- **Up to \$1,000** support funding for BSWC member (may include fuel cost, lodging, training/conference registration, materials and supplies that increase BSWC member capabilities)
- **Intern, Volunteer, or Other Support**
 - **Up to \$5,000** may be applied to qualified activities as described in the grant agreement and applicable guidance found in this document. Funding should address planning and capacity building criteria that are aligned with program purpose to include reporting time.
 - **Up to \$1,000** support funding: may include fuel cost, lodging, training/conference registration, materials and supplies that increase capabilities
- **Administration**
 - May not exceed 10% of total budget

Length of Activities

Watershed management grants are expected to be completed within **two years** from date of contracting.

Application Evaluation Criteria

Applications will be evaluated based on the degree to which the activity meets the following criteria:

- Meets application requirements in this guidance
- The purpose of the grant and proposed activities:
 - Are stated clearly
 - Results in watershed management and/or build capacity
 - Support local and state natural resource plans
 - Support locally led watershed initiatives that conserve, develop, improve or preserve state natural resources
 - Demonstration of stakeholder, local landowner, and community participation in proposed activity
 - Proposed activities and budget items are connected
 - Budgeted activities and schedule include grant administration and reporting



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Examples

Scope of Work:

Task 1) Community Outreach – Quarter 2-4 2020 and Quarter 1 2021

Our community outreach will take place through Board meetings (open to the public & held monthly, but with at least 2 meetings including dedicated water program presentations); through the Drought Response Committee (which meets twice each year in person and as frequently as weekly via conference call all summer); through a broader public community meeting planned for the second quarter of 2020, and through individual meetings with landowners. The goal is to collect community feedback on the impacts of the changing drought water right, on changing water supply conditions, and on conservation practices that landowners are interested in learning more about.

Board meetings will happen monthly on the third Wednesday of each month, with a water discussion likely to happen at a spring meeting. The Drought Committee will meet in person in April or May and again in November or December, with conference calls scheduled bi-weekly or weekly from June through September. The larger community meeting is planned for the first quarter.

Task 2) Project Planning – Quarter 2 and 3- 2020 OR Spring & Summer 2020

Staff will engage with a professional soil scientist and irrigation expert as well as with the restoration ecologist currently advising our beavermimicry project to identify places where conservation practices and restoration activity can benefit landowners dealing with changing water supply patterns and impacts from the Milltown water right drought restrictions. We will develop a plan for prioritizing proposed private lands project opportunities and identifying potential funding sources together with partners like the U.S. Fish and Wildlife Service and Natural Resources Conservation Service.

Task 3) Staff Capacity Building – Quarter 2 & 3 2021 OR May through September

Staff will train under the contract soil scientist to ensure a smooth transition of irrigation water management report preparation from the consultant to Challenge staff. Training will include field time and learning about the technical resources used to prepare the reports.

Schedule: (The quarter of task completion)

Task 1: Community Outreach (Quarter 4 2021)

Task 2: Project Planning (Quarter 3 2020)

Task 3: Staff Capacity Building (Quarter 3 2021)



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Budget:

Category	WMG	Match	Total
Contracted Services	\$3,000	\$7,000	\$10,000
Materials and Supplies	\$400	\$700	\$1,100
Salary and Wages	\$3,480	\$6,000	\$9,480
Miscellaneous Expenses	\$600	\$2,000	\$2,600
BSWC, Volunteer, Intern, or other support	-	-	-
Administration (10% of total)	\$748	\$1,570	\$2,318
Total	\$8,228.00	\$17,270.00	\$25,498.00

Please list summary of match funding requirements:

In-Kind: \$12,270

Watershed Fund: \$5,000

Budget Justification for Tasks:

For consulting services, include estimated personnel rates, estimated hours per task, and estimated cost of materials and other direct costs such as travel. If the applicant plans to perform project activities using its own employees then list salaries and wages, key personnel, supplies and materials, communications, travel, and other. Identify source of match funding. Match funds may include in-kind contributions.

Task	Justification	WMG	Match	Total
1. Community Outreach	Materials and Supplies- \$400 to print meeting materials and advertising Salary and Wages- 50 hours x \$29/hour=\$1,450 in staff time to plan, prepare materials for, promote and attend community meetings. Miscellaneous Expense- \$300 in mileage to attend landowner, committee and public meetings	\$2,150	\$4,100	\$6,250
2. Project Planning	Contracted Services- \$2,250 in professional fees for soil scientist and restoration ecologist consulting Salary and Wages- 40 hours X \$29/hour=\$1,160 in staff time to coordinate site visits and project ideas with consultants and to prepare a draft plan of future	\$3,560	\$7,800	\$11,360



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	projects to share with Board and Board committees Miscellaneous Expense- \$150 in mileage to visit prospective project sites			
3. Staff Capacity Building	Contracted Services- \$750 in professional fees for soil scientist to transfer irrigation report knowledge to Challenge staff Salary and Wages- 30 hours X \$29/hour=\$870 in staff time to coordinate, prepare for, and take part in training. Miscellaneous Expense- \$150 in mileage for 2 in-field trainings.	\$1,770	\$3,800	\$5,570
Administration/Reporting		\$748	\$1,570	\$2,318
Total		\$8,228.00	\$17,270.00	\$25,498.00



Definition

Administration- up to a 10% allowance of grant, documentation not required and will be reimbursed at each transaction with grant program.

Capacity- establishing resources needed to execute a project, implement a task, or promote sustainable growth of a group.

Implementation- the process of putting a decision or plan into effect; execution.

In-Kind- Material or service provided to the activity at no additional cost or reimbursable cost to the project sponsor.

Operating costs- are expenses associated with the maintenance and administration of a business on a day-to-day basis. The total operating cost for a company includes the cost of products/results, operating expenses as well as overhead expenses.

Objective- culmination of individual task used to complete project or activity.

Project- a planned undertaking with definitive deliverables.

Reporting- Staff time built in to grant to accommodate various staff members for their time monitoring the grant.

Task- action that needs to be accomplished within a defined period or by a deadline to work towards objective.

Watershed- <https://water.usgs.gov/edu/watershed.html>

Questions?

Please contact Jorri Dyer, Watershed Management Grant program manager at 406-444-6839 or jorri.dyer2@mt.gov to discuss options for your watershed.



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Watershed Management Grant Scoring Sheet

Applicant: _____ Reviewer: _____

Grant Title: _____

Scoring Category	Criteria	Points
Scope of Work	<p>Workplan demonstrates clear scope of work with achievable objectives and task deliverables.</p> <ul style="list-style-type: none"> • Will the work plan meet project goals? • Will the tasks be completed in a reasonable amount of time? 	____/30
Natural Resource Benefits	<p>Locally led initiatives that conserve, develop, manage, or preserve state natural resources.</p> <ul style="list-style-type: none"> • Supports local or state natural resource plans. • Described natural resource enhancement from activity. • Capacity activities enable future ability to complete resource-based enhancement. 	____/30
Stakeholder and Activity Coordination	<p>Locally lead effort demonstrating stakeholder, landowner and community engagement.</p> <ul style="list-style-type: none"> • Coordination of effort with partnerships or shared interest groups. • Engages new constituents/develops stakeholder base or reaches additional associates. 	____/15
Budget	<p>Justifies cost of tasks that support watershed management or organizational capacity.</p> <ul style="list-style-type: none"> • Includes administration and reporting. • Aligned with program funding limits. • Match requirements met. • Estimates all equal activity totals and overall grant request. 	____/10
Organizational Management	<p>The applicant has the ability to implement the scope of work.</p>	____/5
Applicant Background Information	<p>Mission/purpose enhance reviewer's awareness of organization goals.</p> <ul style="list-style-type: none"> • Organizational structure and background is clear. • Have developed tools or intend to produce tools. 	____/5
Purpose and Need	<ul style="list-style-type: none"> • Clearly defined problem. • Clearly describe goals and objectives. • Meet WMG program guidelines parameters. • Align with organizations goal/principles. 	____/5

Total: ____/100

Comments:



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